



To: All Community Action Agencies  
From: IHCD Community Development Department  
Date: November 9, 2006  
**Re: Weatherization Certification Policy**

**Notice:** FSP-06-13

The following are changes to the Weatherization Policy and Procedures Manual, Section 603 and 604, effective immediately.

### **603 CERTIFICATION CLASSIFICATIONS**

Several job classifications are required to pass certification within the first year of employment. Each individual needing certification must take the Building Performance Institute (BPI) field test and written examine during the first twelve months of employment in the weatherization program. If the individual is not successful at certification and has taken the test on or before the twelve month certification period, the CAA may request a 120 day extension for certification from IHCD. The one-time 120 day extension per individual certification classification must be submitted in writing to a Community Development Administrator and a CAA Monitor. The request must include a work plan from the CAA detailing how the individual(s) will come into full compliance during the 120 day extension period. If the extension policy is followed by the CAA and granted by IHCD, the non-compliance policy detailed in Section 604 of this manual will not be enforced for the extension period.

It will be the responsibility of the agency to ensure that classes needed to pass competency testing are attended by appropriate personnel. Agencies working with contractors and staff that are new and in the process of being certified, should make sure that technicians have the proper training prior to working on homes and furnaces.

The State of Indiana requires that certification through the Building Performance Institute (BPI) be obtained within the first year of employment in the following three areas:

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Indiana Housing and Community Development Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204

Phone: (317) 232-7777  
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1. **Building Analyst (BA) for Auditors** - all agency auditors who perform initial, final, and new furnace installation inspections are required to pass the BPI BA test.
2. **Building Technician (BT) for Crew** - crew person (agency staff or contractor) performing shell work, air sealing, and insulation work is required to pass the BPI BT test.
3. **Heating Technician (HT) for Furnace Technicians** – a Heating Technician is defined as the individual actually conducting the cleaning, tuning, along with performing diagnostics (as to heat rise, carbon monoxide, draft under worst case, heat exchanger integrity, limit switches working properly, etc.) to ensure that all combustion appliances are properly performing, that adequate materials were used on repairs and equipment is operating as safely as possible. Individuals conducting the cleaning and tuning, along with diagnostics, and testing of the heating equipment are required to pass the BPI HT test. **If the Heating Technician is also the Building Analyst, then the BA must pass the BPI HT test in addition to the BA test.**

Agencies must track the dates of hire for those employees and contractors who begin working after April 1, 2001 to ensure that those individuals meet their required training and/or certification. It is an unallowable program expense for agencies to submit claims for work that was completed by uncertified staff or contractor personnel, unless the twelve month grace period or extension period is in effect.

CAA Monitors will review agency compliance through the reporting software, files, and the training report. In addition, it is the responsibility of the agency to identify within the client file each individual who completed the shell and furnace work, completed diagnostics of the home, and who evaluated the combustion appliances.

Certification and re-certification assessments for all classifications will be offered on a quarterly basis. Those individuals who do not pass competency testing will be offered a personal de-briefing to determine areas of weakness per feedback from BPI. An action plan will be formulated to provide the training required to prepare the candidate for another attempt at certification. Re-enrollment in certification should be made at the next certification opportunity.

Agency staff certification is valid for three years and re-certification must occur prior to expiration. CAAs are responsible for tracking testing and due dates for re-certifying staff and should begin the process of re-certifying staff and contractors at least six months before the expiration of the initial certification. This will allow for staff that may be unsuccessful on their first attempt, to attend classes that will help them with re-certifying in their field of expertise.

## **604 COMPLIANCE ISSUES**

If an agency fails to meet training and certification requirements during the twelve month or extension periods, a work plan must be submitted to IHCD detailing timelines for when and how the agency will come into compliance. Until certification and training specifications are met, the CAA will only be allowed to claim 5% of their total expenditures in administrative costs for the year. This will be effective for DOE, LIHEAP, and SWEEP programs.

Payment on all weatherization claims will be stopped for agencies that have not submitted a work plan within thirty days of non-compliance. In addition, if an agency has not met the work plan by the end of 120 days, the State will begin the process of transferring the weatherization program to another CAA. The transfer of the program will be for one year for each funding source in weatherization.

